

# **Washington State Library Services and Technology Act Five-Year Plan**

**FFY2003 – 2007**



Washington State Library



Funded by the Institute of Museum and Library Services (IMLS)  
through the Library Services and Technology Act (LSTA)

July 26, 2002

## ***ACKNOWLEDGEMENT***

On July 1, 2002, the Washington State Library transitioned from an independent agency governed by the Washington State Library Commission to a division of the Office of the Secretary of State. This plan acknowledges the Office of the Secretary of State, the Washington State Library Commission, the Library Council of Washington, and Washington State Library staff, all of whom were important contributors to the Plan and the continuance of the LSTA program in Washington State.

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## **Table of Contents**

<u>Table of Contents</u> .....	1
<u>Introduction</u> .....	2
Overview Of LSTA Funding.....	2
State Libraries and LSTA State Program Grants .....	2
LSTA Five-Year Plans.....	2
LSTA Five-Year Plan Approval Process .....	3
Other LSTA Statutory And Administrative Requirements.....	4
<u>Mission Statement</u> .....	5
<u>Needs Assessment</u> .....	6
<u>Goals and Strategies for 2003 – 2007</u> .....	9
Access to Library Resources.....	9
Public Awareness.....	10
Community Needs.....	12
Service to the Library Community .....	13
<u>Evaluation Plan</u> .....	15
<u>Programs (Activities)</u> .....	16
<u>Stakeholder Involvement</u> .....	17
<u>Communications/Public Availability</u> .....	18
<u>Monitoring</u> .....	19
<u>Compliance and Assurances</u> .....	20
Statement Of Program Assurances1	
Certifications Regarding Debarment, Suspension And Other Responsibility Matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; And Nondiscrimination	
Assurances - Non-Construction Programs	
Certification Of Appropriate State Legal Officer	

## **Introduction**

This plan is a requirement of the Library Services and Technology Act (LSTA) of 1996. The Washington State Library LSTA Five-Year Plan establishes goals and priorities for libraries in Washington state consistent with the purposes of LSTA, and describes how federal funds will be used to advance library services.

Much of the remainder of this section paraphrases and quotes the Institute of Museum and Library Services' (IMLS) official guidelines for development of an LSTA five-year plan.

## ***Overview of LSTA Funding***

The Library Services and Technology Act (LSTA) of 1996, a section of the Museum and Library Services Act, works to promote access to information resources provided by all types of libraries. Through the legislation, IMLS provides funds to State Library Administrative Agencies using a population-based formula. LSTA outlines two broad priorities for this funding. The first is for activities using technology for information sharing among libraries, and between libraries and other community services. The second priority is for programs that make library resources more accessible to urban and rural localities, to low-income residents, and to others who have difficulty using library services. State libraries may use the appropriations to support statewide initiatives and services; they may also distribute the funds through subgrant competitions or cooperative agreements to public, academic, research, school, and special libraries in their state.

## ***State Libraries and LSTA State Program Grants***

The fifty-nine established State Library Administrative Agencies (SLAA) may apply for State Program grants. The SLAA of both states and territories are included within this number. The SLAA is the official agency of a State charged by the law of the State with the extension and development of public library services throughout the State. 20 USC Sec. 9122 (5)

## ***LSTA Five-Year Plans***

In order to be eligible to receive a grant under LSTA, a State Library Administrative Agency shall submit a five-year State Plan and assurances to the Director of IMLS. 20 USC Sec. 9134 (a)(1)

The term "State Plan" means the document that identifies a State's library needs, and sets forth the activities to be taken toward meeting the identified needs supported with the assistance of Federal funds made available under the LSTA, provides assurances that the officially designated State Library Administrative Agency has the fiscal and legal authority and capability to administer all aspects of this subchapter, and provides assurances for establishing the State's policies, priorities, criteria, and procedures necessary to the implementation of all programs under the LSTA. 20 USC Sec. 9122 (6). The specific requirements of the plan are set forth in 20 USC Sec. 9134 and are described as follows:

1. Mission Statement: The State Plan should include a mission statement that specifies the type of service the organization is providing, for what purpose, why it is providing it, for whom, and how the agency provides the service.

2. Needs Assessment: This section describes how the agency will meet its mission using LSTA and the process by which the agency's needs were identified. This includes a description of data sources used to document the need; a description of the audiences to whom the data sources were applied; evidence that the data was analyzed; and the process for periodic updating of the needs assessment. 20 USC Sec. 9122
3. Goals: The State Library Administrative Agency goals must relate to the purposes of the LSTA, and each goal should address at least one of the needs identified in the assessment. Each goal should include what will be done, for whom, how it will be done, and what benefit or outcome will be achieved. A timeline for each goal and for each year illustrating when the program activities will take place should be included. Procedures for carrying out the activities as well as the criteria for prioritization of the goals should also be specified. 20 USC Sec. 9134 (b)
4. Evaluation Plan: This section describes the methodology that the State Library Administrative Agency will use to evaluate the success of the activities in meeting identified goals and priorities. 20 USC Sec 9134 (b)(4)
5. Programs (Activities): This section describes activities that are consistent with these goals and priorities. 20 USC Sec 9134(b)(2)
6. Stakeholder Involvement: This part of the plan describes the procedures that will be used to involve libraries and library users throughout the state in policy decisions regarding the development, implementation, and evaluation of the State Plan. Each state desiring assistance under this subchapter may establish a state advisory council which is broadly representative of the library entities in the state, including public, school, academic, special, institutional libraries, and libraries serving individuals with disabilities. 20 USC Sec. 9151
7. Communication and Public Availability: This part of the plan describes the channels that will be used to communicate to the stakeholders the content of the State Plan and any results, products, processes, or benefits. Each State Library Administrative Agency receiving a grant shall make the State Plan readily available to the public and share it with the library community. 20 USC Sec. 9134(e)(2)
8. Monitoring: This section of the plan describes the procedures for continuous tracking of current performance in relation to the State Plan. 45 CFR Part 1183.40
9. Assurances: The following are the required certifications and assurances:
  - Statement of Program Assurances
  - Certifications Regarding Debarment, Suspension and Other Responsibility Matters: Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination
  - Assurances of Non-Construction Programs
  - Certification of Appropriate State Legal Officer

### ***LSTA Five-Year Plan Approval Process***

IMLS will approve a State Plan that: 1) meets the requirements of the LSTA as explained in the guidelines, and 2) provides satisfactory assurances and certifications that the provisions of the State Plan will be carried out. Once a State Plan is approved, a letter will be sent to the State Library Administrative Agency stating that the grant requirements have been met.

If IMLS determines that the State Plan does not meet the requirements of the Act, then IMLS will: 20 USC Sec. 9134 (e)

- Notify the State Library Administrative Agency of such determination and the reasons for such determination;
- Offer the State Library Administrative Agency the opportunity to revise its State Plan;
- Provide technical assistance in order to assist the State Library Administrative Agency in meeting the requirements of this section;
- Provide the State Library Administrative Agency the opportunity for a hearing.

### ***Other LSTA Statutory and Administrative Requirements***

States are obligated to comply with the LSTA, which is set forth at 20 USC 9121 et seq., and accompanying program regulations. The LSTA includes, among others, the following program requirements:

- Annual Report: Each year the State Administrative Library Agency must submit a report on LSTA funded activities showing progress towards meeting the goals of the Five-Year Plan. The annual report is due 90 days after the end of the federal fiscal year (September 30). 20 USC Sec. 1183.40 (b)(1)
- Revisions: If, after the Five-Year Plan has been accepted, the State Library Administrative Agency would like to make a substantive revision to its State Plan, then the revision should be submitted as an amendment to IMLS. This revision is due not later than April 1 of the fiscal year preceding the fiscal year for which the amendment shall be effective. 20 USC 9134(a)(3)
- Evaluation Report: Each State Library Administrative Agency shall submit an evaluation report to IMLS that independently evaluates LSTA funded activities prior to the end of the Five-Year Plan. Each library (subgrantees) receiving LSTA funds through the State Grant Program should provide, through the State Administrative Library Agency's annual report to IMLS, information that supports evaluation of the grant program. 20 USC Sec. 9134 (c)

As a precursor to the re-authorization of LSTA later in 2002 and to demonstrate how this plan will begin to comply with LSTA re-authorization requirements, the Washington State Library LSTA Five-Year Plan incorporates proposed LSTA goals from the draft re-authorization language into the section on Goals and Strategies for 2003 – 2007.

## **Mission Statement**

The mission of the Washington State LSTA program is to meet the information needs of all citizens of the state of Washington through developing, supporting, and promoting libraries of all kinds. The LSTA program is committed to the principles of universal and equitable public access and collaboration among libraries and other information service entities.

### **OVERALL MISSION OF THE WASHINGTON STATE LIBRARY**

As the corporate library  
for Washington State  
Government, we deliver  
information services to the  
legislature and state  
government entities as  
they carry out public  
policy;

and

As a leader in information  
policy, we partner with  
libraries and other entities  
to provide ready and  
equitable public access to  
information.

Source: Washington State  
Library Five-Year  
Strategic Plan 2000-2004

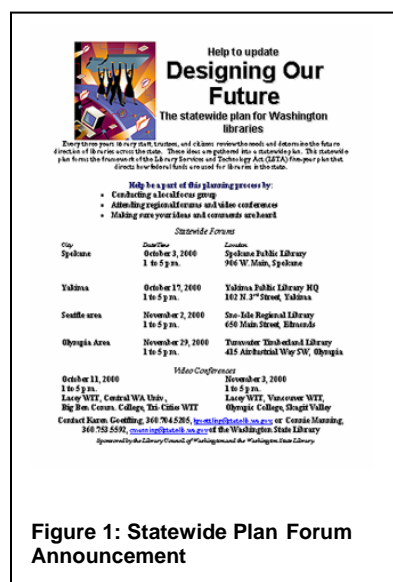
This is accomplished by implementing statewide programs/initiatives; coordinating and partnering in projects of regional or statewide importance; offering competitive and non-competitive grant opportunities; providing, sponsoring or supporting training events; and consulting with libraries and other entities on general library development, governance, and information technology issues and concerns.

## Needs Assessment

Every three to five years, library staff, trustees, and citizens are asked to review the library and information needs of the people of Washington and to help determine the future direction of libraries across the state. These ideas are gathered into a statewide plan for Washington libraries. The resulting document, *Designing Our Future*, is the state's formally adopted statewide plan.

Washington State's LSTA Five-Year Plan is based on the statewide plan. The LSTA Five-Year Plan utilizes the statewide plan's assessment of needs and supports the statewide plan's broad goals.

In 2000, the Washington State Library, in coordination with the Library Council of Washington, chose to revise the statewide plan rather than conduct a wholly new process. Three methods were used to gather the library community's ideas, opinions, and suggestions for development of an updated statewide plan:



**Figure 1: Statewide Plan Forum Announcement**

- An electronic survey of library staff and trustees of all types of libraries (June-September 2000)
- Four regional forums, held in Edmonds, Olympia, Spokane, and Yakima (October-November 2000)
- Two interactive video conference forums held at the following locations: Bremerton, Ellensburg, Kennewick, Lacey, Mount Vernon, Moses Lake, Vancouver, and Wenatchee (October-November 2000)

Over 150 people responded with comments, suggestions, and ideas. The library needs of the people of Washington which emerged, and which were most often stated, are:

1. Easy and fast access to information whenever and wherever they need it
2. Access to traditional materials as well as the newest of electronic services and resources
3. Same quality assistance from whatever library (public, school, academic) they visit for any of their needs
4. Up-to-date technology
5. Services to children and families
6. Accommodation of their physical needs
7. Remote access to library resources and services at any time of day
8. Ability to use other libraries' resources over the Internet
9. Access to any library with their library card
10. Broad collection of print and electronic materials
11. Materials that are relevant to diverse cultures, especially materials in different languages
12. "Urban" level of service in rural areas



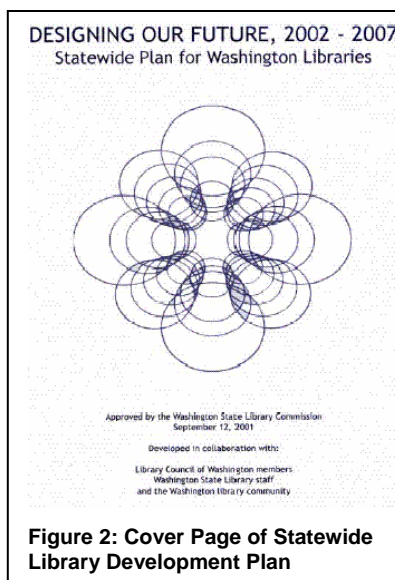
13. Training on the use of information and technological tools

14. Comfortable, safe place to be

In addition to the needs expressed above, an additional need expressed by the library community is the need to make the public more aware of the range of services and resources available from all types of libraries.

A subcommittee of the Library Council of Washington and Washington State Library staff worked together to review these needs. From that review, a series of draft goals and a draft plan were developed. The full Library Council continued work on the goals and the draft plan. A draft document was released to the Washington library community for comment. Comments received

were reviewed by the Council and incorporated into a final draft. Recommendation for adoption of the statewide plan was made to the Washington State Library Commission with adoption of the plan occurring on September 12, 2001.



The statewide plan contains four major goal areas. Together, the library community in Washington will work to:

1. Increase the ability of the people of Washington to learn how to use and access integrated online resources and services on a 24-hour basis.
2. Increase the appreciation, support and awareness of library resources and services.
3. Increase the ability of the people of Washington to have access to library resources and services in all areas of the state.
4. Ensure that libraries of Washington have resources and services that meet the needs of all segments of their communities.

The methods and strategies that were identified to achieve goals included:

- All types of libraries will coordinate, collaborate, and partner with each other and other groups for increased effectiveness.
- Library staff will have the knowledge and skill to provide quality service to their customers.
- Libraries will have stable and adequate funding to provide effective library service.

Of the goals listed above for the statewide plan, the LSTA Five-Year Plan focuses on the following subset of the goal areas:

- Washingtonians will have increased physical and remote electronic access to traditional and digital library resources and services in all areas of the state.
- Washingtonians will have increased awareness of the library resources, and services that are available to them.
- Washington libraries will provide enhanced and expanded library services, resources and programs to all segments of their communities.
- Through consulting, training, and collaboration, Washington libraries will have an increased capacity to effectively serve customers.

The goals stated within the LSTA Five-Year Plan relate directly to the expressed needs and goals within the statewide plan, and in addition, Washington state's goals within the LSTA plan relate to the purposes of the LSTA as stated in both the Museum and Library Services Act of 1996 and the *proposed* Museum and Library Services Act of 2002.

The process for periodic updating of the needs assessment will be similar to the process described for the development of the statewide plan. Surveys, focus groups, and statewide/regional forums will be held to gather input from all segments of the Washington library community.

The next section on goals and strategies for 2003 – 2007 shows the relationship between the identified need, Washington state's goal to address that need, the programs or activities used to address that goal, and one or more of the six LSTA purposes.

## **Goals and Strategies for 2003 – 2007**

As part of the process for the development of the LSTA Five-Year Plan, performance measures have been developed and included within the plan so that the impact from use of LSTA funds can be demonstrated. Impact refers to changes in a customer's skills, knowledge, attitudes, behaviors, life condition, or status that result from implementation of the Plan and the use of LSTA funding. Two customer groups for the LSTA funded services of the Washington State Library can be identified. They are libraries and their staff, and the citizens of Washington state.

As such, this plan includes representative output targets and outcome targets; the first showing the amount or quantity of services, activities, or products that are intended to be delivered, and the second showing the results and impacts that are intended to be achieved as the results relate to customers of the organization. The targets listed within this plan are not intended to be an exhaustive list that provides measurement of each and every program. Rather, the targets are representative of select program areas and are intended to enhance reporting and supplement other information gathered for use in future program evaluations.

### ***Access to Library Resources***

#### **Need**

Washington citizens desire more efficient, easy to use, and up-to-date resources and services, especially online resources. All people should have equitable access to library resources/services throughout Washington state.

Rural and geographically isolated areas of the state still do not have equitable access to library services and resources. This is particularly true in the area of electronic resources and the knowledge of how to use them. Library staff and the public are asking for quicker, easier sources of information to be available remotely. In addition, there are still some areas of the state that have no access to library service.

#### **Goal**

Washingtonians will have increased physical and remote electronic access to traditional and digital library resources and services in all areas of the state.

#### **LSTA Goals/Purposes**

1996 LSTA Purpose	Proposed 2002 LSTA Purpose
Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line	Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line  Expanding services for learning and access to information and educational resources in a variety of formats in all types of libraries for individuals of all ages  Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks

	Targeting library services to people of diverse geographic, cultural, and socioeconomic backgrounds; to individuals with disabilities; and to people with limited functional literacy or information skills
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## **Targets**

### Output target

Over the period October 2002 through September 2004, increase the usage of databases offered through the Statewide Database Licensing Program by 10%.

### Outcome target

In focus groups conducted in September 2004, 75% of Washingtonians using SDL databases remotely from their home or business will indicate that they increased their ability to find information that addresses their particular needs.

## **Programs (Activities)**

Expand and sustain physical and remote electronic access to traditional library resources and services.

- Develop and implement plans for the preservation of unique local and state materials.
- Develop best practices for school library staff, enhance student information literacy, train library staff, and build partnerships between public and school libraries.
- Encourage libraries to collaborate with community organizations to more effectively provide access to information. Increase partnerships and the degree of community involvement.
- Provide a statewide portal for access to library catalogs and services.

Expand and sustain physical and remote electronic access to digital library resources and services.

- Expand and sustain the use of statewide licensed databases such as those licensed through the Statewide Database Licensing project.
- Develop and implement cooperative digital reference service across all types of libraries, including training, best practices, marketing, and promotion.
- Develop and implement technology-based resources and services, such as digital imaging, enhanced web access, and infrastructure development.

Support the development of library resources and services in unserved and underserved areas of the state.

- Develop and implement strategies for addressing the needs of small libraries.

## ***Public Awareness***

### **Need**

Many Washingtonians are unaware of the range of services available from libraries. As a result, Washingtonians do not take full advantage of many of these services. During these difficult economic times, it is important that the public be aware of the range of resources and the types of information that are available to them at their local library.

**Goal**

Washingtonians will have increased awareness of the library resources and services that are available to them.

**LSTA Goals/Purposes**

Adopted 1996 LSTA Purpose	Proposed 2002 LSTA Purpose
Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line	Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line  Targeting library services to people of diverse geographic, cultural, and socioeconomic backgrounds; to individuals with disabilities; and to people of limited functional literacy or information skills.

**Targets**Output target

By 2005, public libraries will experience a 5% increase in registered borrowers per capita.

Outcome target

In a telephone survey conducted in 2005, Washingtonians will increase their ability to recognize major services offered by their local libraries by 5%.

**Programs (Activities)**

Support the efforts of libraries to increase public awareness of the library resources and services available to them in their local community.

- Promote library use and access to information, raise visibility and awareness of all types of libraries, facilitate collaboration, coordinate the marketing efforts of statewide initiatives, and develop best practices—building on the Washington State Library information literacy project and its initial assessment document.
- Develop a coordinated marketing program to communicate with all types of libraries and other stakeholders the services, training, grants, and initiatives provided through federal LSTA funds.
- Develop and conduct training to increase the skill of library staff/trustees in advocacy, marketing, and public relations.
- Develop appropriate materials and tools for library staff to use in promoting libraries and publicizing their local services.
- Establish a statewide website as a means of increasing public awareness of libraries, and to connect them to their local libraries.
- Support library efforts to create capacity to provide outreach services. Such services are an important way to address community needs, create valuable partnerships between the library and other community organizations, and increase community awareness of the value of the library.

## **Community Needs**

### **Need**

In order to be relevant to their customers, libraries within Washington must develop resources and services that meet the needs of all segments of their community.

### **Goal**

Washington libraries will provide enhanced and expanded library services, resources, and programs to all segments of their communities.

### **LSTA Goals/purposes**

Adopted 1996 LSTA Purpose	Proposed 2002 LSTA Purpose
Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line	Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line  Targeting library services to people of diverse geographic, cultural, and socioeconomic backgrounds; to individuals with disabilities; and to people of limited functional literacy or information skills.

### **Targets**

#### Output targets

By 2005, the number of libraries reporting that they offer programs/services/resources for diverse populations will increase by 10%.

#### Outcome targets

In focus groups conducted in 2004, 25% of library staff receiving diversity training will have applied the knowledge they learned as they work with their community's diverse populations.

### **Programs (Activities)**

Washington libraries will provide enhanced and expanded library services, resources, and programs to all segments of their communities.

- Encourage collaboration between libraries and family literacy organizations, provide training to library staff, and identify best practices.
- Continue training and model programs to assess needs and enhance services to children ages 0 to 5 and their families.
- Develop cooperative collections, including practices for the acquisition and lending of specialized collections such as foreign language materials and materials for the visually impaired.

Enhance library programs to serve underserved populations and develop best practices to address issues surrounding the provision of these services. Issues to be addressed include, but are not limited to, those of functional literacy and collections. Increase library staff knowledge and comfort in working with these populations.

- Enhance library programs to serve diverse populations, and develop best practices to address this issue of diversity. Increase library staff knowledge and comfort in working with diverse populations.
- Ensure support for the needs of institutional residents and staff.
- Ensure support for the needs of blind and physically handicapped residents of Washington state.

Consult with citizens, government officials, and library staff on the development of library services especially as they relate to underserved and unserved areas of the state.

- Provide technical assistance to libraries to assist them to better provide the highest quality service possible to their customers.

## ***Service to the Library Community***

### **Need**

There remains a continuing need for library staff to have attained the technical knowledge and skills to provide the highest level of service to customers in our increasingly diverse and technological society. As a result of funding limitations, some libraries cannot provide services at the level desired by their customers. To increase effectiveness, all types of libraries need to coordinate, collaborate, and partner together and with other groups.

### **Goal**

Through consulting, training, and collaboration, Washington libraries will have an increased capacity to effectively serve customers.

### **LSTA Goals/Purposes**

Adopted 1996 LSTA Purpose	Proposed 2002 LSTA Purpose
Encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources	Expanding services for learning and access to information and educational resources in a variety of formats in all types of libraries for individuals of all ages
Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line	Providing electronic and other linkages among and between all types of libraries
	Developing public and private partnerships with other agencies and community-based organizations
	Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line

### **Targets**

#### Output targets

During the period October 1, 2002 and September 30, 2005, 2,500 participants will attend LSTA sponsored workshops and training.

### Outcome targets

By 2005, 75% percent of LSTA sponsored training participants will have applied the additional knowledge and skills they learned in the training to provide customer service.

### **Programs (Activities)**

Provide training in areas identified in the needs assessment – including technology, children's and family services, information literacy, use of electronic services, customer service, assessment, outreach to diverse communities, advocacy, marketing, and preservation of materials.

- Use a baseline and follow-up assessment to ensure that training provided through LSTA funds is relevant to the library community needs. The training needs assessment may be combined with other assessment processes supporting general assessment of the Washington library community, development of the statewide plan, or implementation of specific initiatives.
- Provide opportunities for library staff to obtain the training needed to provide more effective library service within their communities, including information literacy, use of electronic services, customer service, assessment, advocacy, marketing, and preservation of materials.
- Provide and coordinate distance education opportunities for library professionals and paraprofessionals.
- Provide Continuing Education (CE) grants to increase knowledge and skills among all library staff. Actively promote the CE Grant program increasing library awareness of this resource to meet staff development needs.

Provide general consulting and education to libraries on general library services, children's services, technology, planning, legal/governance issues, and other emerging issues.

- Provide resources for libraries such as consulting, Web information, and informational databases.
- Adopt cooperative technical standards, provide a forum to discuss and resolve common technical issues, and evaluate new technologies that benefit libraries.

Promote collaboration and the use of consortia.

- Coordinate collections and services among libraries in a local area or region including heritage organizations and archives.
- Expand consortia and cooperative purchasing among libraries, including e-books.
- Use K-20 to pull libraries into a consortium through training.
- Work with small libraries to develop a consortia with other libraries that will improve or increase services to customers.
- Include collaboration as criteria for allocating federal funds to libraries.
- Develop a consortia model that can offer all types of services among libraries concentrating on small libraries first.
- Improve collaboration between school librarians and classroom teachers, promote highly skilled and knowledgeable staff, make use of information literacy techniques, optimize use of educational resources including SDL databases, and better market school library services.



## **Evaluation Plan**

The Washington State Library division will develop and conduct the evaluation of the LSTA program in coordination with other divisions of the Office of the Secretary of State and with the assistance of the Library Council of Washington. Evaluation will be conducted in accordance with LSTA requirements. As the end of the planning period nears, an evaluation report will be developed to include an independent evaluation of the activities assisted under the LSTA.

The evaluation plan includes outcome and other performance measures as stated within the section on Goals and Strategies for 2003 – 2007. It will be inclusive of WSL's statewide programs, grants program, those activities which are part of Washington's services to the blind and physically handicapped, and those activities which are part of WSL's services to residents of state institutions. Data sources will include, where appropriate:

- Baseline surveys, performance measures, and/or benchmarks and follow-up surveys to measure needs and the changes which have occurred.
- Annual review of the State's LSTA Five-Year Plan as compiled for the LSTA annual reporting process.
- Assessments or surveys that are part of workshops and training programs.
- Evaluation of grants to libraries including the overall impact of the project, as well as the extent to which individual project objectives were met.
- Focus groups and/or forums that are used to support statewide library development planning or the other activities of the Washington State Library.

## **Programs (Activities)**

The use of LSTA funding could include: statewide initiatives or projects targeted at specific needs, initiatives to take advantage of various opportunities including the implementation of emerging technology, or initiatives that target a specific segment of the Washington library community and their customers. The use of LSTA funding could range from technical assistance, to the development of services and collaborative efforts, to competitive or criteria-based grant programs, to the purchase of equipment needed to support specific projects or grants. Typically, projects developed with LSTA funding are one to four years long although exceptions do exist. A range of programs and activities related to each of the goals may be found within the section on Goals and Strategies for 2003 – 2007.

Project implementation and the staffing of projects could occur in a variety of ways, including through the assignment of permanent State Library staff to manage a project or through the hiring of temporary or project staff. At times, projects or portions of projects could be completed under contract with an organization or individual.

In cases where a project or a portion of a project has been proposed for implementation under contract, a WSL staff person will be assigned liaison responsibilities and will provide project oversight to ensure that the WSL's responsibility for assuring the proper use of federal funding has been met. LSTA funds will be used to administer the LSTA program in accordance with IMLS and LSTA guidelines.

Programs for implementation during a particular fiscal year are selected through the Library Council of Washington proposal process. The LCW proposal process works within the framework of LSTA and the Washington State Library LSTA Five-Year Plan to prioritize programs and projects within available funding. Six additional evaluation criteria are used within this process. These criteria are:

- Provides direct results to patrons
- Promotes use of libraries and information
- Promotes access to libraries
- Enhances visibility and public understanding of the value of libraries
- Promotes innovation for libraries
- Encourages collaboration among libraries, across levels, and/or with other agencies and organizations (To encourage collaborative efforts, this criteria will be given strong consideration by the Council.)

## **Stakeholder Involvement**

In the 2002 Session, the Washington State Legislature transferred governance of the Washington State Library from independent status under a Governor-appointed commission to department status within the Office of the Secretary of State. The enabling legislation transferred the authority of “accepting and expending in accordance with the terms thereof grants of federal, state, local, or private funds” and “to make applications and reports required by the grantor” from the authority of the commission to that of the State Librarian.

Washington State has long been an inclusive state that actively seeks and values involvement of the library community and library users in the development of library service. Current administrative code provides for the Library Council of Washington, a broadly representative advisory group that helps develop and make recommendations on policies, procedures, and methods for evaluating the LSTA program in Washington State. As governance passes to the Secretary of State, the State Library anticipates a significant continuing role of the Council in carrying out its responsibilities, which also include assessing the effectiveness of the LSTA program and helping maintain regular avenues of communication with the library community. The Library Council will also assist WSL staff in prioritizing and making recommendations on the use of federal funds to accomplish the goals set forth in the LSTA Plan.

As part of its customer-centered environment, the State Library will gather and share with the Library Council formal and informal customer assessments and feedback to design, deliver, and evaluate programs and services and to set priorities. Based on identified needs, the Council and staff will review and evaluate progress each year, and recommend library development activities for the ensuing year, considering the strategies most appropriate for the Washington library community. By statute, the State Librarian will be responsible for implementing the LSTA plan; reviewing recommendations from the Library Council; and making final determinations on the allocation of federal funds, priorities, and strategies for implementing the LSTA Plan.

## **Communications/Public Availability**

Like all other WSL activities, the LSTA Plan is a component of the agency's overall workplan. Customers and their satisfaction with services are a driving force for WSL's operation. The agency relies heavily on formal and informal customer assessment and feedback to set priorities and to design, deliver, and evaluate programs and services. WSL leadership believes that public policy is enhanced by inclusive involvement by those affected by that policy.

WSL will seek a variety of vehicles to publicize the LSTA Plan (draft and final) and the services that result from it, including distribution of drafts to the Library Council of Washington for sharing amongst its various constituencies, posting on the WSL website, and through other means.

## **Monitoring**

Monitoring of the implementation of the plan and success in meeting the various outputs and outcomes listed within the plan will be the responsibility of both Washington State Library staff and the Library Council of Washington.

Individual programs and projects will be reviewed on a regular basis utilizing reports from program managers. Individual programs and projects will also be reviewed on an annual basis in association with the Library Council process for recommending LSTA project funding for the next federal fiscal year.

Subgrants will be monitored by Washington State Library staff on a regular basis using a variety of methods including review of quarterly reports, final reports, claims for reimbursement, and site visits.

In addition, periodic auditing of the federal program and subgrantees will be conducted by the Washington State Auditor's Office.

Success in implementing the plan will also be monitored and assessed as part of the LSTA plan five-year evaluation process.

Deviations from the plan will be handled in consultation with affected parties.

## **Compliance and Assurances**

The following pages contain the required certifications and assurances.

- Statement of Program Assurances
- Certifications Regarding Debarment, Suspension and Other Responsibility Matters: Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination
- Assurances of Non-Construction Programs
- Certification of Appropriate State Legal Officer



## STATEMENT OF PROGRAM ASSURANCES

***All State Library Administrative Agencies receiving assistance under the Library Services and Technology Act, P.L. 104-208, as amended, must comply with the statutes and regulations cited below. To receive federal assistance, all applicants must provide this signed Statement of Program Assurances.***

The undersigned, on behalf of the State Library Administrative Agency (SLAA), agrees that the SLAA will comply with Subtitle B of the Museum and Library Services Act of 1996 -- the Library Services and Technology Act ("LSTA" or this "Act"), P.L. 104-208, as amended, and all of its provisions, including those set forth below.

(a) Pursuant to 20 U.S.C. Section 9122(6), the SLAA provides assurance that it has the fiscal and legal authority and capability to administer all aspects of the LSTA, that it will establish the State's policies, priorities, criteria, and procedures necessary to the implementation of all programs under this Act (including the development of a State Plan), and that it will submit copies of these materials for approval as required by regulations promulgated by the Director of the Institute of Museum and Library Services (IMLS).

(b) Pursuant to 20 U.S.C. Section 9134(b)(6), the SLAA provides assurance that it will comply with 20 U.S.C. Section 9134(f), which sets out standards relating to Internet Safety for public elementary school and secondary school libraries that do not receive services at discount rates under section 254(h)(6) of the Communications Act of 1934, and for which LSTA funds are used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

(c) Pursuant to 20 U.S.C. Section 9134(b)(7), the SLAA provides assurance that it shall make reports, in such form and containing such information, as the Director may require reasonably to carry out the State Plan and to determine the extent to which funds provided under this Act have been effective in carrying out the purposes of this Act.

(d) The SLAA agrees that it will comply with all applicable IMLS regulations, including 45 C.F.R. Part 1183 -- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government; 45 C.F.R. Part 1180.44 -- Federal Statutes and Regulations on Nondiscrimination; 45 C.F.R. Part 1110 -- Nondiscrimination in Federally Assisted Programs; and 45 C.F.R. Part 1185 -- Government-wide Debarment and Suspension and Government-wide Requirements for Drug-Free Workplace, under the rules for the National Foundation on the Arts and the Humanities.

The SLAA further provides assurance that it will comply with all other applicable Federal statutes and regulations in effect with respect to the periods for which it receives grant funding.

These assurances are provided in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The SLAA recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this Statement of Program Assurances. These assurances are binding on the SLAA, its successors, transferees, and assignees, and on the Authorizing Official whose signature appears below.

For additional information on this Statement of Program Assurances, contact IMLS at 1100 Pennsylvania Avenue, N.W., Washington, DC 20506.

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Signature of Authorizing Official

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Name and Title of Authorizing Official

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Date



## **CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; LOBBYING; FEDERAL DEBT STATUS; AND NONDISCRIMINATION**

Signature of this form provides for compliance with the statutes and regulations cited below. The certifications shall be treated as material representations of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award Federal funds to State Library Administrative Agencies.

### **1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:

- are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction, or in connection with a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;
- have within a three-year period preceding this application/proposal had one or more public transactions (Federal, state or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### **2. DRUG-FREE WORKPLACE REQUIREMENTS**

As required by the Drug-Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;



- establishing an ongoing drug-free awareness program to inform employees about:
- the dangers of drug abuse in the workplace;
- the grantee's policy of maintaining a drug-free workplace;
- any available drug counseling, rehabilitation, and employee assistance programs; and
- the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
- making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
- abide by the terms of the statement; and
- notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
- notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
- taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
- taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or
- requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health law or other appropriate agency;
- making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The applicant either shall identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for Federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

### **3. LOBBYING**

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies to the best of his or her knowledge and belief that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

- The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

#### **4. FEDERAL DEBT STATUS**

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

#### **5. NONDISCRIMINATION**

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

The undersigned further provides assurance that it will include the language of these certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

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Signature of Authorizing Official

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Name and Title of Authorizing Official

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Date

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- 7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
- 8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

**Standard Form 424B (Rev. 7-97)  
Prescribed by OMB Circular A-102**

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93205).
  2. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
  1. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE:	
APPLICANT ORGANIZATION		DATE SUBMITTED	



## **CERTIFICATION OF APPROPRIATE STATE LEGAL OFFICER**

**I hereby certify that the Office of the Secretary of State, Washington State Library (Name of State Agency), Washington State (Name of State), is the official State Agency with authority under State law to develop, submit, and administer or supervise the administration of the State Plan under the Library Services and Technology Act; that Jan Walsh, Acting State Librarian (Name of Authorized State Agency Official) is the officer authorized to submit the State Plan for the named State Agency; that the State Treasurer or the Financial Services Manager of the Office of the Secretary of State (Title of Officer other than State Treasurer) has authority under State law to receive, hold, and disburse Federal funds under the State Plan; and that all provisions contained in the Plan are consistent with State law.**

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**(Signature of Attorney General or  
Other State Legal Officer)**

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**Title**

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**Date**